

VENDOR APPLICATION FORM

CONTACT PERSON: _____

BUSINESS NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

HOME PHONE: _____

CELL PHONE: _____

E-MAIL: _____

ADDRESS OF GARDEN IF DIFFERENT THAN ABOVE: _____

MARKET CATEGORIES

For planning and marketing purposes, please indicate when and what you plan to sell.

- Wednesdays Only
- Saturdays Only
- Wednesdays and Saturdays
- Spring
- Summer
- Fall

- Homegrown produce
- Homegrown plants/flowers
- Homemade crafts
- Other/Specialty Items (please list)

- Baked goods *
- Canned items *
- Meat/poultry/eggs/fish/cheese *
- Organic certified *

*Licenses and/or permits required to sell these items. Please include a copy with your application.

SPECIAL EVENTS

May 9 –Farmers’ Market FREE-4-ALL.

Help us kick off the 2009 season. Home-grown flowers and plants! Hand-made art and crafts! FREE seed packs! FREE popcorn! FREE music! FREE gardening advice! **FREE vendor permits today!** If YOU grew it or YOU made it, YOU can sell it!

May 9 - Berlin City-Wide Rummage Sales.

Look for the Farmers' Market on the Berlin Rummage Sale Map! We are one treasure you won't want to miss! Contact Berlin Journal Newspapers, 361-1515.

July 17-18 – Fox River Days / Sidewalk Sales.

The parking lot “Between the Bridges” will be buzzing with activity Fri. and Sat. Visit the Fox River Days for music, karaoke, food, fun, and games. Contact Mary Lou Neubauer, 361-5402. On Saturday, our market hours will be extended as we join our local downtown businesses on Huron (main) Street for Sidewalk Sales! Shop Local! Contact Jason Buttke or Tina Goetsch at Field Card & Gift, 361-1375.

August 15 – America Daze.

After the regular Saturday market, our vendors will be joining the Berlin Veterans Foundation at Riverside Park for music, food, games, fun, and fireworks. Contact Barb Resop, 229-5856.

October 4 – Pumpkins on Petunias. Berlin’s Premier Fall Festival. Parade, food, shopping, music, fun, games! Our market hours will be extended today. Look for our vendors on Huron (main) Street and on the Square. Contact Allison Rainboth, 361-0533.

Visit our website for a complete list of events.

For more information contact:

Debbie Gross, BCFM Manager
(920) 570-7366

BerlinFarmersMarket@Gmail.com

[http://BerlinFarmersMarket.](http://BerlinFarmersMarket.googlepages.com)

[googlepages.com](http://BerlinFarmersMarket.googlepages.com)

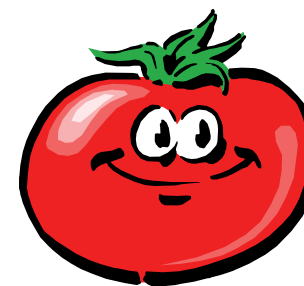


May – October

Wednesdays - 9 to 5
Saturdays - 8 to 1

(Weather permitting)

S. Capron Street Parking Lot
“Between the Bridges”



HOME-GROWN
Vegetables, Plants, & Flowers

HAND-MADE
Arts & Crafts

BERLIN COMMUNITY FARMERS' MARKET (BCFM) RULES AND REGULATIONS

All items for sale at the Berlin Community Farmers' Market MUST be HOME-grown or HAND-made by the VENDOR.

Persons selling may also be family members or paid employees of the vendors as long as they were personally involved with the production of the items. No brokers, agents or commissioned sellers may sell products at the market.

RE-SELLING of produce or crafts is strictly prohibited.

No rummage, manufactured products, resale items, used clothing or mass-produced products are allowed.

Permits:

All vendors must submit an application and pay for a season permit prior to selling at the Berlin Community Farmers' Market (BCFM). All approved vendors will be issued a BCFM permit / identification sign, which shall be displayed at all times during market hours.

Fees:

Season permits are \$25 per stall per year. This annual fee authorizes vendors to participate in all BCFM events for that year. BCFM vendors may also participate in the special Berlin events listed on this schedule at no additional cost. All fees are non-refundable and will be used to promote the Berlin Community Farmers' Market.

Stalls:

Stall sizes are approx. 20' x 20' (2 parking spaces). There are no assigned stalls. Vendor stalls cannot be subleased.

Scales and Measures:

Vendors are responsible for having their scales certified for compliance. Method of measurement must follow state guidelines (Wisconsin Administrative Code 91.03).

Sales tax:

Vendors selling non-food items who expect to sell more than \$1,000 in merchandise in a calendar year are responsible for the collection and payment of Wisconsin's sales tax. You may obtain a sales-tax permit by contacting the WI Dept. of Revenue, 2135 Rimrock Road, Madison, WI 53708, (608) 266-2776 or at www.dor.state.wi.us.

Additional Licenses:

The vendor is responsible for obtaining any additional licenses or permits that may be required for the sale of their products to the public. Vendors selling processed food must follow special rules and regulations and licenses are required. These items include, but are not limited to: canned goods, baked goods, meat, fish, eggs, cheese and poultry. Vendors selling products as Organic must display a copy of their organic certification.

Set-up:

Vendors are strongly encouraged to be set up at the time the market opens and remain in place until the market closes. Vendors can begin setup no earlier than one hour prior to the start of the market and must be cleaned up no later than one hour after the market closes. Vendors are required to leave the area clean and haul their own trash away from the site each day.

Facilities:

Portable toilets will be supplied at the market. There is no running water on site. Electricity may be available in some stalls with prior approval.

Special Groups:

Ask about special opportunities for Non-Profit, Educational, and Outreach organizations, and musicians, or entertainers. All fees waived.

All vendors must abide by, and all products must comply with the Berlin Community Farmers' Market Rules and Regulations and all applicable federal, state, county and local laws.

These rules have been established to protect the vendor and the customer and to ensure a high quality market.

Vendors found in violation of these rules will lose their permits and forfeit any paid fees. Farm inspections can and will occur if there reason to believe a vendor is in violation of the rules.

I have read the rules governing the Berlin Community Farmers' Market (BCFM) and I understand and agree to abide by these rules. I release the Berlin Community Farmers' Market, its representatives or agents, and the City of Berlin from any liability whatsoever for theft, damage, litigation, prosecution, illegal sales practices or loss of any kind associated with the Berlin Community Farmers' Market.

Print name: _____

Signature: _____

Date: _____

(Organization and title if applicable) On behalf of:

If signing on behalf of an organization, you must have authority from the organization to sign an agreement like this. By signing this agreement, you are warranting that you have such authority.

MARKET PERMITS

Stall sizes - approx. 20' x 20' (2 parking spaces).

\$25 per stall for the 2009 season.

Number of stalls requested _____

TOTAL ENCLOSED = \$ _____

Checks should be payable to Debbie Gross.

Send to: Berlin Farmers Market
c/o Debbie Gross
N1957 31st Ave
Berlin, WI 54923

